



<b>TITLE</b>	GRANTS WRITER
<b>LOCATION</b>	19 KENNEDY STREET, CASTLEMAINE
<b>REPORTS TO</b>	FESTIVAL DIRECTOR & CHIEF EXECUTIVE
<b>EMPLOYMENT PERIOD</b>	JULY 2022 – JUNE 2023 WITH POSSIBILITY FOR EXTENSION
<b>CONDITIONS</b>	2.5 DAYS/WEEK (0.5 EFT)
<b>REMUNERATION</b>	\$60,000 PRO RATA + SUPER
<b>DOCUMENT DATE</b>	JUNE 2022

## **ORGANISATIONAL CONTEXT**

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The Castlemaine State Festival celebrates its 46<sup>th</sup> birthday in 2022, making it one of the longest-running arts organisations in Victoria, the oldest multi-arts festival in Victoria, and one of the most durable festivals in Australia. Since the beginning of the 21<sup>st</sup> century the festival has gone from strength to strength and is currently experiencing its most significant period of growth, change and impact. Under the leadership of Festival Director and Chief Executive, Glyn Roberts, and a capable and cohesive team, accountable to and supported by a strong and experienced Board, the Festival has presented its most successful editions ever.

In parallel to the biennial festival, the organisation has completed stage 1 redevelopment of the Castlemaine Goods Shed and is now operating as the growing creative industries hub, Goods Shed Arts. The organisation is now embarking on stage 2 component of the redevelopment which will take form of a new arts and cultural space created for Castlemaine and the region to enjoy. The Victorian State Government has already committed \$6 million to the initiative and further support is being sought from the Federal Government and major philanthropy.

In the period of adaptation and transformation ahead, we value the contribution and commitment of our hard-working team.

## **POSITION PURPOSE**

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The position provides support to the Festival Director & Chief Executive by identifying strategically appropriate grant opportunities across a wide range of funders and working collaboratively across the organisation to develop and submit comprehensive funding applications and proposals.

## **KEY RELATIONSHIPS**

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Internal Festival Director & Chief Executive, General Manager, Finance & Administration Manager, Administration Assistant, Marketing & Partnerships Manager, Creative Producer, Venue Operations Manager, Creative Learning Producer, Production Manager, Ticketing & FOH Manager, Board Members, and volunteers.

External Trusts, foundations, and government staff.

## **RESPONSIBILITIES**

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### **GRANT WORK**

Assist the Festival Director and the team to:

- Copy writing for funding applications, proposals, presentations, and reports.
- Collection and collation of supporting material for funding applications and reports.
- Contribute to the development of project budgets for funding applications.
- Proactively manage the identification of grant opportunities.

- Develop and implement an effective end to end process for grant opportunities.
- Develop and implement an effective targeting, cultivation, and engagement strategy to guide, streamline and maximise support from Trusts and Foundations, State and Federal Governments
- Work with the CSF team to identify, select and appropriately package projects requiring funding and track funding status of selected projects on a regular basis.
- Collection and collation of supporting material for grant applications and sponsorship proposals.
- Develop and implement an annual plan for grant procurement.
- Manage the successful acquittal and reporting requirements for all relevant funders and grant-makers.

## **COMMUNICATION & COLLABORATION**

- Develop strong team relationships, fostering positive relationships within CSF and with key stakeholders.
- Collaborate with other team members to ensure integrated and coordinated approaches to addressing grant opportunities.

## **ADMINISTRATION & DOCUMENTATION**

- Ensure that grant activity and other appropriate information is documented and tracked.
- Ensure timely and accurate management of grant information and utilise prescribed databases for the recording of client information and to report outputs to meet funding agreements.

## **ORGANISATIONAL RESPONSIBILITIES**

- Communicate and act in ways that are consistent with CSF's organisation's values.
- Support and promote the work of the organisation, maintaining a positive image of the organisation.
- Apply and uphold the principles of a respectful, inclusive, and diverse workplace, free from discrimination, harassment, or bullying.

## **POLICIES AND PROCEDURES**

- Adhere to, and comply with organisational policies, processes, and procedures, using appropriate systems where required.
- Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.

## **SELECTION CRITERIA**

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- 5 years' experience in grant writing within an arts or non-profit environment.
- Demonstrate experience of successful tender or proposal writing.
- Exception written and oral skills.
- Exceptional relationship and people management skills.
- Demonstrate experience in budget management and tracking combined with strong numerical skills.
- Demonstrate project management skills and the ability to work in a high-performance environment, managing multiple tasks with conflicting deadlines.
- Target driven.

## PERSONAL ATTRIBUTES

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- People skills – the ability to develop positive, collaborative working relationships at all levels.
- Reliable and trustworthy – able to perform duties with honesty and integrity and is comfortable and experienced in handling confidential information.
- Problem solving and initiative – able to identify and anticipate problems then discuss and implement solutions.
- Flexibility and openness – able to adapt to fluctuating workload and demands in a dynamic work environment.
- Attention to detail – maintain exceptional standards of accuracy and integrity in all work produced.
- Customer service orientation – ability to understand the needs of the Festival audience and desire to deliver exceptional levels of audience engagement and customer service.

## TERMS

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- This position is a one-year contract, with possibility for extension, and is primarily based at the Castlemaine State Festival office in Castlemaine but flexible working arrangements may be required.
- Flexible availability may be required in the lead up to and during the Festival periods in March/April each year.
- Castlemaine State Festival is an EEO employer.

## APPLICATION

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- Your application should include a cover letter responding specifically to the Selection Criteria and Position Description (as required) and your most recent CV with contact details of 3 referees.
- Deadline for applications is **9am on Monday 4 July 2022**.
- Email applications to Bronwyn Dawson on [accounts@castlemainefestival.com.au](mailto:accounts@castlemainefestival.com.au) with Grants Writer Application as the subject.

**For enquiries please contact Glyn Roberts, Festival Director & Chief Executive, on 03 5472 3733.**